

DeForest Windsor Fire & EMS District Board Meeting

April 12, 2017 5:00 PM

DeForest Fire Department, 110 S. Stevenson St.
Training Room

Minutes

- 1) Call Meeting to Order and Roll Call** – The meeting was called to order by President Wipperfurth at 5:00 p.m.

Present were: Bob Wipperfurth – Village of Windsor, Jeff Miller – Village of DeForest, Steve Fahlgren – DeForest Village Administrator, Tina Butteris – Village of Windsor Director of Finance/HR Manager, Department Chief LaFeber, Office Manager Preston. Judd Blau from the Village of DeForest arrived at 5:19 p.m.

Don Madelung from the Village of Windsor had an excused absence.

- 2) Recitation of the Pledge of Allegiance**
- 3) Announcements** – The DeForest Windsor Fire & EMS District Board will Convene into Closed Session pursuant to: sec. 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; sec. 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
(Possible Hiring of EMS Chief)
- 4) Appearances Before the Board** – None. President Wipperfurth asked the audience members to introduce themselves and state what they do on the department.
- 5) Comments/Volunteer Association** - None
- 6) Approve Minutes:**
 - a) March 6, 2017** – Motion to approve by Miller, seconded by Blau. Motion carried 3-0.
- 7) Finance:**
 - a) Review and Approve Invoices Paid 3/1/17 – 3/31/17** – Motion to approve by Miller, seconded by Wipperfurth. Motion carried 3-0.
 - b) Review and Approved Fund/Account Balances** - Motion to approve by Miller, seconded by Blau. Motion carried 3-0.
- 8) Chief LaFeber's Monthly Report/Action Items:**

- a) **Call Update** – Chief reviewed the call data from March. He also distributed a copy of the 2016 Annual Report for the Board to review.
- b) **Call Response Data/WARDS Report** – The report was distributed to the Board for their review.
- c) **Budget Update** – There are SCBAs that we will be looking to get rid of. Wipperfurth asked what possibilities for disposing of them are? Foss stated that there is a possibility that they can be sold. Wipperfurth stated to go ahead and do that.

It appears that the department ended 2016 \$105,000 to the good. The audit is not complete yet, so that is an estimated number.

LaFeber asked to use \$2,000 from the sinking fund to replace Preston's laptop/printer/monitors. This was approved.

Wipperfurth asked that Preston send a copy of the agreements with Leeds, Hampden and Vienna to the auditors. Preston stated that this was done in March.

- 9) **Fire Inspector Report** – Yaskal stated that burn permit season is here. It is being closely monitored where people are requesting permits for, to ensure they are not burning in non-burn areas.

10) Old Business:

- a) **New Lease for Fire/EMS Building** – LaFeber had reworked the old lease and submitted to the Village of DeForest attorney for review. Fahlgren said that it is still being reviewed and some clarification language (who pays for paint, things like that) will be added. LaFeber asked if the Village has approved painting and new flooring in the Fire Department end of the building. Fahlgren said that the Village has approved this.

Fahlgren asked the Board how they would like to proceed with the lease? Wipperfurth stated that if the Village of DeForest's attorney is reviewing it, to complete that review and then present it to the Fire Board.

- b) **IT Services** – A quote was received from ITP today, and distributed to the Board. The lump sum quote for the initial set-up is \$13,900. Wipperfurth asked that ITP be contacted to get a breakdown of what exactly is being billed per item. The monthly charge will be approximately \$400. Miller asked if there is a deadline for getting these services set up? LaFeber stated that the Village would like us to be on our own by the end of 2017.

Miller and Wipperfurth both stated that they feel it would be best to get started on this as soon as possible. The initial set-up charges will be paid from the surplus from 2016, and the monthly maintenance amount will be a budgeted item. Miller motioned to approve moving forward with ITP, not to exceed \$13,900 for installation and the \$400 (approximate) monthly fee. Motion seconded by Wipperfurth. Motion carried 3-0.

LaFeber stated that website and e-mail cleanup can be handled by Preston Consulting for \$750. Blau stated that as long as the Fire Board retains ownership of the website/content/e-mail, then he is fine with that. Blau motioned to authorized \$750 for updating web services. Motion seconded by Wipperfurth. Motion carried 3-0.

- c) **Discussion for Long-Term Planning** – LaFeber presented the Board with a Strategic Plan and reviewed some of the highlights:
- i) Enhance the Administrative Functions of the District: Clear line of communication with All Members of the District, Implementing Administrative and Accounting SOGs, Updating Daily Fleet Inspections and Task List, Expanding Our Billing and Cost Recovery Plan
 - ii) Identify What Facilities Are Needed to Meet the Needs of District Growth: Begin Planning Process for Station Remodel (paint, floors, sleeping quarters, office space, kitchen remodel), Begin Planning Second Station
 - iii) Evaluate Resource Needs That Will Support the District's Future: Fire Apparatus Replacement Schedule (a Power Point presentation was given by Chief LaFeber), Fire and EMS Operations Plan, EMS Apparatus Replacement Schedule, Department-Wide Training Plan, Staff Retention and Growth
 - iv) District's Image with the Citizens We Serve: Updating Website, Media Coverage – Including Social Media, Participation in More Community Events

Blau asked where funding would come from for the purchase of a ladder truck? Fahlgren stated that he and Butteris have discussed this and feel it would be best for the municipalities to take on the debt and split it (based on the current percentages that are used for annual dues). It would then be the two Village's responsibility to fit it into their debt structure.

Wipperfurth stated that when he first became a member of the Fire Board, he did not see the need for a ladder truck, it was presented as a want. Since then, he has come full-circle and now sees that it is a need. There will be some educating of the public required, to show why it is needed.

LaFeber's plan to replace three trucks with two (a rescue pumper to replace squad 1 and engine 2, and a ladder truck to replace engine 1), would be a savings of approximately \$100,000.00.

Wipperfurth addressed getting a "stick" ladder truck, versus a bucket ladder truck. He indicated that getting an elderly person to be rescued from a building on a stick would be much more difficult than having them get into a bucket. He stated, "If we're going to spend that much money, I think it should be done right, and should be with a bucket."

Chief LaFeber and Chief Foss will be traveling to FDIC later this month, and will be able to get more information on trucks (pricing, options, etc.) Blau asked for the cost difference between a stick and a bucket? LaFeber does not have hard numbers at this time. Foss said that an approximate range is \$900,000.00 to \$1,400,000.00, depending on options.

Miller agreed with Wipperfurth that a ladder truck is a need. He also stated that with the aging of the fleet, there are other things that will need to be replaced soon. The department needs “safe, good, operating vehicles”. This will require educating the public on what the department does and why these items are needing to be replaced/updated.

Blau thanked LaFeber for putting together the strategic plan and the Power Point presentation. Miller agreed and stated that it would be beneficial for the Village Boards to see them. He then asked that LaFeber consult with his officers/membership to create a list of what would need to be replaced sooner rather than later. LaFeber replied that he already has the list and the ladder truck tops that list. Second, would be a power lift cot for the ambulance – which would extend the useful life of the ambulance itself.

It was recommended by Miller, Blau and Fahlgren that videos showing the usefulness of ladder trucks versus ladders would be a good idea.

- d) Discussion of Hiring EMS Chief** – Motion by Miller to post this position, seconded by Blau. Motion carried 3-0.

11) New Business:

- a) 2018 Budget Draft** – LaFeber presented a rough draft of the 2018 budget to the Board.

Miller suggested that Fahlgren, Butteris, LaFeber and Preston meet to go over these numbers and do some reformatting of the template. Wipperfurth pointed out that the Townships will need to be moved from Municipal Dues to Revenue.

- 12) Convene into Closed Session** – Motion to convene into closed session by Blau, seconded by Miller. Motion carried 3-0. Present were Bob Wipperfurth, Judd Blau, Jeff Miller and Chief LaFeber.

- a) With reference to announcements**

13) Reconvene into Open Session

- a) Action Items Resulting from Closed Session – If Any** – None

14) Future Agenda Items – N/A

15) Schedule for Upcoming Meeting(s) – May 15th at 5 p.m. June 14th at 5 p.m.

- 16) Adjournment** – Motion to adjourn by Blau, seconded by Miller. Motion carried 3-0 and the meeting adjourned at 7:15 p.m.

Respectfully submitted,
Kay Preston
Office Manager